

Minutes of the Judiciary and Law Enforcement Committee – October 2, 2009

Chair Bonnie Morris called the meeting to order at 8:32 a.m.

Committee Members Present: County Board Supervisors Bonnie Morris (Chair), Jean Tortomasi, Paul Decker (arrived at 8:36 a.m.), Dave Falstad, Peter Wolff, Kathleen Cummings. **Absent:** Supervisor John Pledl.

Also Present: Legislative Policy Advisor Dave Krahn, Legislative Associate Karen Phillips, Clerk of Courts Kathy Madden, Circuit Courts Services Business Manager Bob Snow, Emergency Preparedness Director Richard Tuma, Business Manager Lyndsay Johnson, Chief Judge Mac Davis, Sheriff Dan Trawicki, Inspector Steve Marks, Business Manager Tom Koth, Deputy Inspector Eric Severson, Jail Administrator Mike Giese, District Attorney Brad Schimel, Office Services Coordinator Danni Danielski, Emergency Management Coordinator William Stolte and Radio Services Administrator Chris Petterson, Medical Examiner Dr. Lynda Biedrzycki, Forensic Pathologist Dr. Okia

Discuss and Consider the 2010 Circuit Court Services Operating Budget

Madden, Snow and Davis were present to review the 2010 Circuit Court Services Operating Budget and answered questions raised by the Committee members throughout the presentation.

Decker arrived at 8:36 a.m.

Madden presented a general overview of the 2010 Operating Budget. Both revenues and expenditures are budgeted at \$9,391,561 an increase of 0.4% from the 2009 Adopted Budget. The County tax levy is budgeted at \$5,002,541, an increase of 2.4% from the 2009 Adopted Budget. Revenues are down in all areas except one, Charges for Services, which is up 1.6%, as a result of increased case filings. Operating expenses are increasing 12.3% overall. Madden reported that they worked very hard to hold the line on expenditures across all areas of the Courts. Overall, personnel costs are being reduced in 2010 by \$129,600 as a result of unfunding a total of 4.88 FTE's. She discussed efficiencies and improvements in technology that have enabled them to do more with less.

To better answer Tortomasi's inquiry about fines, delinquency and collections, Snow stated the Department would come to a future Judiciary & Law Enforcement Committee meeting to present an overview of the collections/forfeiture process.

Madden reviewed the Departmental Strategic Outcomes and Objectives for 2010. At Morris's request, Madden further discussed the one day/one trial system that will be implemented on January 1, 2010. She continued with a review of the Program Highlights and Financial Summaries of the Divisions within the Circuit Court Services Budget: Clerk of Courts – Administrative Services Division, Clerk of Courts – Criminal and Traffic Division, Clerk of Courts – Family Division, Court Commissioners, Clerk of Courts – Civil Division, Juvenile Court, Family Court Services, and Register in Probate.

Throughout the presentation, Madden highlighted some changes being implemented in 2010 to improve services and efficiencies. She discussed a rewrite of the court self-help program. They are looking at eliminating walk-in hours to avoid having staff repeating the same information over and over. Instead they would hold clinics at set times to explain to groups of people instead of individually. They will continue one-on-one appointments with individuals and continue to hold legal clinics with attorneys who volunteer to provide for this service. Another change they are considering is initiating a small fee for the self-help services. To offset the cost of providing the service, a nominal fee of \$25.00 would be charged for two informational classes, and a \$15 yearly fee to use the center. They would continue to work with individuals who cannot afford the fee.

Madden discussed initiatives in court processing that allow the deputy clerks to capture information and enter it immediately into the WCCA system. A pilot program is proposed for 2010 to provide civilian bailiff services rather than sworn deputy bailiffs in the small claims area to achieve a cost savings. Cummings suggested an update on this pilot program after six-months in operation.

Morris commended Madden and staff for doing an excellent job in keeping the budget in line and meeting their target.

MOTION: Cummings moved, second by Falstad, to tentatively approve the 2010 Operating Budget for Circuit Court Services. Motion carried: 6-0.

Approval of Minutes – September 11, 2009

MOTION: Tortomasi moved, second by Cummings, to approve the minutes of September 11, 2009. Motion carried 6-0.

Correspondence

- Grant Application – Sheriff's Department (for Drug Metro Unit) JAG Recovery Act: Drug Task Forces Grant in the amount of \$218,595
- Grant Application – Department of Emergency Management – Homeland Security UASI Technology Grant in the amount of \$9,000

Executive Committee Report

Morris reported on the items discussed at the Executive Committee meetings of September 17 and September 21.

- September 17: Discussion of Capital Projects
- September 21: Discussion of Capital Projects (continued); Items 5,7,8,30,34 were pulled for discussion on October 5; Ordinance regarding merging the Aging and Disability Resource Center, Health and Human Services and Veterans Services Departments

Reports from Committee Member Liaisons

- Tortomasi reported on the progress of DOC in the selection process for the CAD system. Three vendors have been invited for demos and benchmark testing in October.

Discuss and Consider the 2010 Sheriff's Department Operating Budget

Severson distributed a copy of the Waukesha Sheriff 2008 Annual Report. Morris stated if members have questions, the report could be agendaized at a future meeting.

Trawicki, Koth, Marks, Giese and Severson were present to discuss the 2010 Operating Budget for the Sheriff's Department. Both revenues and expenditures are budgeted at \$34,154,886, an increase of 1.8% from the 2009 Adopted Budget. The County tax levy is budgeted at \$25,833,938, an increase of 2.7% from 2009. The positions summary shows a decrease of 2.04 for a total of 350.56 FTE positions. Trawicki continued with a review of the Departmental Strategic Outcomes and Objectives for 2010.

Trawicki highlighted statistical information with regard to the state of the economy and the effect on the Sheriff's Department and Jail Operations. The number of foreclosures has continued to rise. He discussed the marked increase in the use of heroin and heroin related deaths in Waukesha County. Trawicki noted that the unemployment rate among Huber inmates is at a high of about 40%. Jail population continues to be at or above capacity, although there has been no transport of prisoners to

other facilities this year. He stated that funding for prisoner transport has been taken out of the budget for 2010. He will keep the committee posted if there are issues with a need to ship prisoners next year. Trawicki stated that staffing vacancy and turnover are high. There are 6 deputy positions presently being held open (5 in the jail, 1 military leave), being offset by overtime. There are 2 anticipated retirements in December. Trawicki recognized Detective Debbie Vanderboom, who will be retiring this year, for her outstanding work in fraud investigations. To answer an inquiry by Falstad, Trawicki discussed issues with regard to the Waukesha County Sheriff's Department's proposal to provide police services to the City of Pewaukee.

Trawicki continued with review of the Program Highlights and Financial Summaries of the Divisions within the Sheriff's Department Budget: D.A.R.E. Program, Process/Warrant Service, Court Security, General Investigations, Special Investigations, General Patrol, Inmate Security – Jail, Inmate Services – Jail, Inmate Security – Huber, Inmate Services – Huber, and Administrative Programs. Trawicki and Staff answered questions raised by the Committee members throughout the presentation.

On behalf of the Committee, Morris congratulated Koth on his upcoming retirement after serving as the Sheriff's Department Business Manager for over 25 years. Morris also congratulated Johnson who was selected as Koth's replacement.

MOTION: Decker moved, second by Tortomasi, to tentatively approve the 2010 Operating Budget for the Sheriff's Department. Motion carried: 6-0.

Reports from Committee Member Liaisons (continued)

- Falstad reported that he attended a WCA session on negotiating union contracts in these difficult economic times.

Future Meeting Dates

- October 16, 2009 – Tortomasi informed Morris she would be unable to attend the October 16 meeting due to her commitment to the CAD selection process.

Future Agenda Items

- Presentation by Marcia Jante on the Drug Free Communities Initiative
- Courts – Collections, Fines and Forfeitures - what is collected and what is not
- Cummings would like a status update on Medical Examiner's Office Renovation
- Cummings suggested a tour of the Medina Center

Legislative Update

Krahn provided an update on the recent legislative activity in Madison, including the following issues:

- Joint hearing on the State Public Defender legislation to change the indigency criteria
- Hearing on a bill to increase the beer tax to generate funding for programs related to OWI.

The committee recessed at 11:46 a.m. and reconvened at 1:00 p.m.

Discuss and Consider the 2010 District Attorney's Office Operating Budget

Schimmel and, Danielski discussed the proposed 2010 Operating Budget for the District Attorney's Office. Both revenues and expenditures are budgeted at \$2,374,351, an increase of 2.7% from the 2009 Adopted Budget. The County tax levy is budgeted at \$1,707,983 an increase of 1.4%. The Positions Summary shows an increase of 0.05 for a total of 31.62 FTE positions. Schimmel noted that his staff has worked very hard to increase efficiency and reduce imaging costs associated with records retention. He

discussed the background of their extradition policy and the reduction in the extradition budget. He stated that the Victim Witness and VOCA Programs continue to utilize a significant amount of volunteer hours. Third year law students from Marquette and UW provide an invaluable assistance in covering court appearances and routine calendar matters.

Decker arrived at 1:07 p.m.

Schimmel discussed the Major Departmental Strategic Outcomes and Objectives for 2010. He continued with a review of the Program Highlights and Financial Summaries of the Divisions within the District Attorney's Budget: Prosecution/Administrative Services, Victim Witness, and the VOCA Grant Program, as outlined in the budget book.

MOTION: Decker moved, second by Cummings, to tentatively approve the 2010 Operating Budget for the District Attorney. Motion carried 6-0.

Discuss and Consider the 2010 Department of Emergency Preparedness Operating Budget

Tuma, Petterson and Stolte and were present to discuss the proposed 2010 Operating Budget for the Department of Emergency Preparedness. Revenues are budgeted at \$1,912,025, a decrease of 4.8%; County Tax Levy is budgeted at \$4,599,960, an increase 4.6%; and expenditures are budgeted at \$6,287,586, an increase of 1.6% from the 2009 Adopted Budget. Tuma noted some minor changes to the Position Summary, showing an increase of 0.49 for a total of 60.09 FTE positions. The General Fund Budget for 2010 includes an additional \$50,000 in overtimes costs to provide overtime hours to train the telecommunicators on the new computer aided dispatch (CAD) system.

After providing an update of the ongoing activities/projects of 2009, Tuma and Stolte continued with a review of the Departmental Strategic Outcomes and Objectives for 2010. Tuma reviewed the Communication Center Operations Program Description and Highlights. Johnson provided additional explanation of the financial statistics as outlined in the budget book.

Wolff left at 2:12 p.m.

Stolte reviewed the Program Description and Highlights of the Disaster Management Program and Hazardous Material Management. He discussed the continued use of Federal Homeland Security Funding to better equip and train County-wide first responders, increase critical infrastructure security and enhance citizen preparedness.

Petterson went over the Financial Summary, Strategic Outcomes and Objectives for the Radio Services Fund. He continued with the Program Highlights for the Trunked Radio Operations, Equipment Replacement – Trunk Radios, and Conventional Radio Services Operation.

MOTION: Tortomasi moved, second by Falstad, to tentatively approve the 2010 Operating Budget for the Department of Emergency Preparedness. Motion carried: 5-0.

Discuss and Consider the 2010 Medical Examiner Operating Budget

Biedrzycki introduced Dr. Okia, who was interviewing for the forensic pathologist position in the Medical Examiner's Office. She distributed a handout which outlined the highlights of the 2010 Operating Budget for the Medical Examiner's Office. Biedrzycki explained that there are no new initiatives for 2010; the budget reflects costs to continue. County tax levy is budgeted at \$968,871, an increase of 0.9%. Revenues and expenditures are budgeted at \$1,426,954, an increase of 2.9% from the 2009 Adopted Budget. The Position Summary remains unchanged at 11.12 FTE positions.

Biedrzycki reviewed caseload and related statistics as outlined in her handout. She reviewed the Financial Summary, Program Descriptions and Program Highlights of the Autopsy/Examinations and Investigations/Cremation Programs. During the review of the Departmental Strategic Outcomes and Objectives for 2010, Biedrzycki provided the background which led to the development of Objective 3. The Medical Examiner's Office is collaborating with the ADRC staff to refer elderly individuals to ensure that they are aware of available services.

Wolff returned at 3:02 p.m.

Biedrzycki updated the Committee on the new contract with the Wisconsin Tissue Bank, which brought in more revenue than anticipated. She discussed a newspaper article titled *Blood Center takes over organ donation*, and the how this change would affect operational procedures.

Cummings asked if any progress had been made in procuring computer flat panel screens for the autopsy room, as was discussed at a previous meeting. Biedrzycki stated she would follow-up with Mike Wells at their weekly construction meeting to find out about using extra dollars from the capital project to purchase the flat panels.

MOTION: Tortomasi moved, second by Decker to tentatively approve the 2010 Operating Budget for the Medical Examiner's Office. Motion carried: 6-0.

MOTION: Wolff moved, second by Cummings, to adjourn at 3:20 p.m. Motion carried: 6-0.

Respectfully submitted,

Kathleen M. Cummings
Secretary